

APRIL 07, 2020

Minutes of a meeting of the Secaucus Municipal Utilities Authority held on Tuesday, April 7, 2020 at 6:00 PM via teleconference due to coronavirus pandemic.

The meeting was called to order at 6:00 PM by Chairman Vogel.

Pledge of Allegiance/Salute to the Flag
The Open Public Meetings Act was read.

Roll Call:	Fred Vogel,	Chairman
	Jorge Cardenas	Vice- Chairman
	Raymond Spellmeyer	Board Member

Absent: G. Schoenrock; D. Manderano (Excused)

Also Present: Brian Bigler, Executive Director; John Napolitano, Counsel; Glenn Beckmeyer, Engineer.

A Motion was made by J. Cardenas; seconded by R. Spellmeyer to approve the minutes of March 3, 2020 meeting. All in favor 3-0-0.

CONSENT AGENDA

**RESOLUTION 2020-4A
APPOINTMENT OF LABORATORY SUPERVISOR**

WHEREAS, the SECAUCUS MUNICIPAL UTILITIES AUTHORITY (hereinafter "Authority") is a public body, duly formed under the Municipal and County Utilities Authority Law, constituting Chapter 183 of the Laws of 1957, as amended (Chapter 14B of Title 40 of the New Jersey Statutes Annotated) and possesses the powers set forth therein; and

WHEREAS, due to the resignation of the Laboratory Supervisor for the Koelle Boulevard State Certified Laboratory a vacancy exists for that position; and

WHEREAS, in an effort to increase efficiency and reduce costs, the Authority wishes to fill the position from within the Authority's present employees; and

WHEREAS, The Authority has determined that Egidio Durante (a prior part-time employee, has the necessary experience, knowledge and qualifications to assume the responsibilities of Laboratory Supervisor; and

WHEREAS, Egidio Durante shall be responsible for all the Laboratory Supervisor's duties as set forth in the Authority's job description and as required by law, rule or regulation; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF THE SECAUCUS MUNICIPAL UTILITIES AUTHORITY as follows:

1. Mr. Egidio Durante shall be designated and assume the responsibilities of the Authority's Laboratory Supervisor.
2. Mr. Durante shall be paid on an hourly basis at a rate of \$75.00 per hour, annual rate shall not exceed \$6,000.00.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and empowered to take whatever action may be necessary and execute any documents that may be required, on behalf of the Authority to effectuate the purposes of this Resolution.

RESOLUTION 2020-4B
SECAUCUS MUNICIPAL UTILITIES AUTHORITY
Hudson County, New Jersey
Emergency Resolution

WHEREAS, the Secaucus Municipal Utilities Authority (hereinafter "Authority") is a public body, duly formed under the Municipal and County Authority Law, constituting Chapter 183 of the Laws of 1957, as amended (Chapter 14B of Title 40 of the New Jersey Statutes Annotated) and possesses the powers set forth therein; and

WHEREAS, Coronavirus 2019 ("COVID-19") is a highly contagious respiratory disease; and

WHEREAS, the spread of COVID-19 may result in staffing shortages and otherwise disrupt operations at the Secaucus Municipal Utilities Authority ("Authority"); and

WHEREAS, Authority staff, governing body and professionals must take immediate action to protect the health, safety and welfare of the employees, community & facility.

NOW THEREFORE BE IT RESOLVED by the Secaucus Municipal Utilities Authority that an emergency exists at the authority facilities, collection system and pump stations and invoke the emergency procurement sections of the local public contracts law at N.J.S.A 40A:11-6 as well as the Authority policy for purchasing.

BE IT FURTHER RESOLVED that the Executive Director is authorized to take the necessary action to procure the services, materials, equipment and supplies, execute mutual aid agreements and manage the labor force as needed to protect the health, safety and welfare of the employees, community and facilities and to file this resolution and the Executive Director's Declaration of Emergency with the Authority Qualified Purchasing Agent.

BE IT FURTHER RESOLVED that the appropriate Authority officials are hereby authorized to pay all necessary and proper bills and claims which may be incurred by the Authority in the event that meetings may be cancelled.

The Consent Agenda was approved on a motion by R. Spellmeyer; second by J. Cardenas. Roll call vote: Spellmeyer, Aye; Cardenas, Aye; Vogel, Aye. Approved 3-0-0.

Voucher List was moved on a motion made by F. Vogel, seconded by J. Cardenas. Roll call vote: R. Spellmeyer: Aye; J. Cardenas: Aye; F. Vogel: Aye. 3-0-0.

New Business: None

Old Business: Discussion was held regarding Castle Road.

Legal: None

**Report of the Executive Director
March 2020 {submitted April 2, 2020}**

Due to the COVID-19 virus crisis, staff is performing basic maintenance, lab & operations. We have taken numerous steps to help curtail the spread of this virus & those steps were outlined in a memo sent to Board Members last week.

- We continue to monitor the sewers in low lying areas for cleaning & inspection. There were several CCTV jobs performed. We have also performed cleaning of catch basins for the Town. While staff will perform any assistance, these tasks are cutting into our routine maintenance plan for the sanitary collection system.
- SCADA: Keystone continued working on SCADA system.
- Toscana Cheese: Due to impending legal matters, I have ceased to communicate with Mr. Paparazzo. Staff continues to monitor and there have been no discharges noted. Authority Counsel in communication with Toscana counsel regarding the violations.
- The Towns' & SMUA Jif's are working on settlements with homeowners regarding the storm of 9/25/18. Met with Town Attorney to discuss future fail-safes that might be implemented to prevent future flooding. Noted that most homes in the affected area have sump pumps (many more than one) that are illegally connected to the sanitary. A future meeting will be scheduled to discuss with Town & DPW. Meeting postponed due to COVID-19.
- Work is scheduled to begin on April 2nd to install an additional clean-out by the Turnpike Pumping station. This will allow us access to the lower 400'-500' of the force main. Canceled
- Updated the sewer use rules and regulations. We met with the Town Attorney and they have been adopted.
- Met with the Mayor, DPW, NJDOT to examine an issue regarding a sanitary line going through a storm culvert on Route 3 West Service Road. This sewer was installed in 1961 and the culvert quite possibly been built around that sewer in 1963. A full report has been submitted that verifies that the culvert was built around the sanitary and NJDOT will be notified by the Town. No further action

- Application for homes to be built at the old Schmitt's property on Paterson Plank Road application still under review. There is still an issue with pipe diameter size that engineer is in discussions with the applicant.
- Received an application for a proposed hotel at 655 Plaza Drive. This is currently under review. Nothing further
- Rent the Runway has agreed to a settlement of \$350,000.00 to be paid over the course of 2020. Agreement has been executed. First payment received.

OPERATIONS REPORT – MARCH 2020
Submitted April 2, 2020

KOELLE BOULEVARD FACILITY

- 1) The estimated average daily flow for the month was 2.3855 MGD. The estimated total flow for the month was 73.6 MG.
- 2) Routine maintenance and grounds keeping were performed.
- 3) The Serpentine tank was drained and cleaned weekly.
- 4) The anti-larvacide was introduced into the trickling filters on March 29. We will continue a 10 day on 10 day off schedule until at least the end of April.
- 5) Installation of the new walkway in Pump Station number one has been completed. The SMUA realized a savings of \$20,000 by having Gary Voss (DPW) fabricate and install this walkway.
- 6) Beckmeyer & lab staff submitted the proficiency samples that are required to maintain lab certification.

PUMP STATION # 1 Village Place

- 1) The estimated average daily flow was 1.097 MGD.
- 2) All pumps cleaned and maintained on a regular basis.
- 3) Routine maintenance and grounds keeping were performed.

PUMP STATION # 2 Paterson Plank Road and Turnpike Exit

- 1) The estimated average daily flow was 34,214 gallons per day.
- 2) Routine maintenance and grounds keeping were performed.

PUMP STATION # 3 Henry Street

- 1) The estimated average daily flow was 45,070 gallons per day.
- 2) Routine maintenance and grounds keeping were performed.
- 3) Keystone Inc. was installing Scada at the Station.

PUMP STATION # 4 New County Road and Seaview Drive

- 1) Routine maintenance was performed.
- 2) The laser level indicator has been installed & is operational.

PUMP STATION # 5 Wilroy – Secaucus Road

- 1) This station is not in service.

PUMP STATION # 6 Castle Road

- 1) The flowmeter is out of service
- 2) Routine Maintenance and grounds keeping were performed.
- 3) Still experiencing high flow at this station. Counsel & Engineer have been in contact with property management regarding Harmony (medical marijuana grower).

PUMP STATION #7 - Exchange Junction

- 1) Routine maintenance was performed.
- 2) Responded to a sewer back-up at Xchange. It was determined via CCTV that there are rocks & debris in this line. Notified property management.

COLLECTION SYSTEM: The Authority jetted and cleaned approximately 2,700 feet of sanitary sewer, also assisted the Secaucus Department of Public Works in cleaning catch basins and jetting the storm lines in Schmidts Woods (2 days)

Respectfully Submitted,
Brian Bigler, Executive Director

**SECAUCUS MUNICIPAL UTILITIES AUTHORITY
ENGINEERS REPORT MARCH 2020**

The following is a list of the main activities as provided by this office to the Authority for the above-mentioned month:

- The Sanitary Sewer Maps are being updated when new or revised information is received by this office.
- SCADA. (abridged) The project has been awarded to Keystone Engineering Group. Keystone is completing their panel fabrication and performing their shop testing. They will be ready to install in mid- September. Installation has started at the Koelle Blvd. facility. Installation has continued at the Koelle Blvd Facility. Installation of the panels has started at the remote pump stations. Work is continuing.
- Received and started a review on a pump station flow meter report for the Exchange Place Pump Station. This report is supposed to analyze the existing flows of the pump station and the amount of unused capacity with regards to the remaining build out of the project. Analyzing data. Submitted new pump data and force main drawings to engineer to re-analyze flow and pump data. A response has not yet been received by the engineer. Another request has been sent. A fourth request has been sent. A request to the Owner will also be emailed. The Engineer responded that he will speak to owner. The engineer submitted a revised report. We calculated flows for all additional housing units compared to the amount of flow as reported on the NJDEP TWA. Additional questions on the housing unit quantities are being confirmed. It now appears the NJSEA has received a zoning application for a 24-story residential structure.

- Received and started a review raw pump station flow meter data for a report for the Turnpike Pump Station. (abridged) This report is supposed to analyze the existing flows of the pump station and the amount of capacity with regards existing pumps and the areas where the flow has increased drastically. The SMUA has partially video'd the force main. The video shows material build-up on the pipe walls and deformation of the pipe. The SMUA has requested a proposal from Persistent to install a 2-way cleanout on the force main to access the force main in two- directions for improved videos and maintenance. A test pit is schedule for January 2, 2020 to find exact location of force main with comparison to PSEG and Suez buried utilities. A cleanout was installed on the force main. Heavy built-up Milk Coatings narrowed the force main to about half the original diameter. A cleanout has been installed approximately in the middle of the force main. Another cleanout will be installed soon at the beginning of the force main. New Cleanout work is Scheduled for April 9 and April 10 due to the anticipated low flows at the Pump Station.
- Exchange Place Pump Station reviewing drainage issues and shooting elevations for the design for the Proposed Stormwater Inlet. Received elevations and laying out proposed drainage structures. A preliminary design was completed for SMUA comments, will finish construction plan. Requested a pre-construction meeting with Persistent to review options. Persistent submitted shop drawings on the trench drain system for review. This project has been completed. Will inspect during next rain event for operation. Future re-paving of the pump station area should include re-grading in some areas to direct the storm runoff better to the new trenches as well as a built-up curb along the fence line to decrease storm runoff from the sidewalk areas into the pump station area. Quotes for repaving are being received.
- Reviewed a submittal from the Town welder on replacing 2 walk ways which span the wet wells within PS#2 at the Koelle Blvd Facility. Also, redesigned the steel of the walkways and acquired a proposal from a contractor for the work. L&L Mechanical submitted a proposal in the amount of \$28,620.00. The SMUA will be utilizing town welder Gary Voss to construct the walkways and installation. Fabrication of the walkways is nearly completed. Walkway fabrication has been completed and galvanized and waiting for installation. Installation is in process.
- Started reviewing the equipment required to rehabilitate Primary Clarifiers (PC)#1 & 2. PC#'s 3,4 & 5 were previously upgraded with Viking Chain Equipment 2013 and 2015. Started preparing specifications and bid documents, project put on hold. Localized equipment replacement will be tried first.
- Finished report on the storm sewer conflict on the two service roads on NJSH Rt #3. Assisting the Town Administrator in suppling an abridged summary for the Town's submittal to the NJDOT Commissioner.
- Reviewing Sewage Connection at 1631 Paterson Plank Road and the SMUA's request to increase the Sanitary Sewer Main from the terminus to the Village Court for the proposed demand.
- Zoning Certificate Notices for required SMUA sewer connection application:

Address	Zoning Certificate	Request Dates		SMUA App.	SMUA Fee	Engineers Report
		1 st	2 nd			
275 Hartz Way				No	No	
600 Secaucus Rd	#19-375	N/A	N/A			No review needed as per Laurie 3/20/20
55 Metro Way	#20-055	N/A	N/A	Yes	Yes	Review Complete and emailed 3/24/20
600 Meadowlands Parkway/1125 Castle Road Suite 22A & 22C	#19-532	N/A	N/A	Yes	Yes	Review Complete and emailed 3/24/20

Beckmeyer Engineering, P.C.
Glenn M. Beckmeyer, P.E.,P.P.,CME,CFM
Authority Engineer April 1, 2020

Citizen's Comments: None

A motion was made at 6:45 p.m. by F. Vogel, seconded by R. Spellmeyer to adjourn the meeting. All in favor. 3-0-0.